

## **Pesticide Applicator License and Account Creation Instructions**

### **STEP #1:**

To obtain your pesticide applicator license, you will need to pay your licensing fee to UDAF.

The licensing fees are:

- \$65 for a Commercial Pesticide Applicator License
- \$20 for a Non-Commercial Pesticide Applicator License
- \$20 for a Private Pesticide Applicator License.

You may use any of the following options to pay the licensing fee:

#### **OPTION #1 - INSTRUCTIONS FOR PAYING ONLINE:**

Go to UDAF's Online Payment webpage (ag.utah.gov→Online Services→Online Payments). In the “Pay For” drop down menu select your appropriate license type. Complete the payment process. Your receipt will be emailed to you.

#### **OPTION #2 - INSTRUCTIONS FOR PAYING OVER THE PHONE:**

Call 801-982-2200 and let the receptionist know you want to make a payment. When asked what type of payment, let them know whether you are paying for a Commercial, Non-Commercial, or Private Pesticide Applicator License. If you are renewing your license, you will need to have your license number available. Your receipt will be emailed to you.

### **STEP #2:**

After you have made your payment for your pesticide applicator license, enter the following address, or click on the hyperlink, for the “Student Portal” to begin your registration:

<https://pesticidetesting.utah.gov/>

We recommend you only use the Google Chrome web browser.

You must fill out your personal Student Portal profile with as much accurate information as possible. This information is what will be used to create your license. If you do not provide the requested information, you will not receive a license. You must create your own profile and you must use your own personal email address. Do not use a business or company email address for your personal Student Portal. Create only one profile; any duplicate profiles will be deleted. Complete your registration in the "Student Portal" and select the pesticide applicator license type you are applying for from the “Department” drop down menu. (eg. Commercial Applicator, Non-Commercial Applicator, or Private Applicator). Once you select your license type, you will be able to select the pesticide category exams you wish to complete. If you are a Commercial Applicator or a Non-Commercial Applicator, you must select the National Pesticide Core Applicator exam course and at least one other pesticide category exam course. If you are a Private Applicator, you must select the Private Applicator Core Exam.

### **STEP #3:**

Click on the “Courses” icon located in the gray margin on the left of the screen and select the pesticide category exam course you would like to work on.

#### **STEP #4:**

Go to the “Assignments” tab in your Student Portal. If you have not already studied the manual for your corresponding pesticide category exam course, you should do so. Download, read, and study the manual for your chosen pesticide category exam course. When you take the final exam, you will only have two chances to successfully pass each pesticide category exam. It is highly recommended that you study the pesticide category manuals before you attempt the final exam. Exam questions for each pesticide category exam will also require familiarity with the conversion chart and calibration formulas in the assignment, "Conversion Chart and Calibration Formulas" - please study this as well. You may choose to take a practice test at any time. There is a practice test available for you to take in the “Exam” tab. When you have studied for your exams, and you feel prepared to take the final exam, proceed to the next step.

#### **STEP #5:**

When you are ready, you may take your pesticide category exams in one of two ways:

**OPTION #1 - Remotely Proctored Exam** - You may take your pesticide category exam any day, at any time, from your home or office with the remotely proctored exam option. The cost for a remotely proctored exam is \$28.50 per exam. To take a remotely proctored exam, open the “Exams” tab and select the “**Required Test**” for the pesticide category you are working on. You will be asked to pay the remotely proctored exam fee, and then you will be walked through the remotely proctored exam process. Your computer must have a functioning web camera and microphone to be able to take the exams remotely. You must have a copy of the receipt from UDAF for your pesticide applicator license payment , along with a valid government issued ID, or you will not be able to take the pesticide category final exams. Once the exam begins, you may not click the cursor outside of the exam window. If you click the cursor outside of the exam field, or window, the program perceives that cursor click as an attempt to cheat, and the test will automatically terminate. If the exam terminates, or if you fail the exam, you may choose the exam entitled “**Last Chance**”. This will be your second, and final, attempt at successfully completing the pesticide category exam. If you fail the exam a second time, you must wait a minimum of 24 hours before you contact the UDAF Pesticide Program to have your exams unlocked before you may retake your failed exam. To request your exams be unlocked, email the Pesticide Program at: [udaf-pesticide@utah.gov](mailto:udaf-pesticide@utah.gov). It will take a minimum of two business days after your request is sent before your exams are unlocked. Use this time to study for the exams you failed.

**OPTION #2 - Testing Center** - You may take your pesticide category exam in person at an approved Testing Center. You will find those approved Testing Centers on the UDAF website at: [ag.utah.gov](http://ag.utah.gov), under the Pesticide Program menu option. You must schedule to test at one of

these approved Testing Centers. You will need to contact the testing center of your choice to make an appointment. You must bring a copy of the receipt from your pesticide applicator license payment to the testing center, along with a valid government issued ID, or they will not let you test. You will need to pay the testing center fee prior to taking any of the pesticide exams. You must create your student portal profile before you arrive at the testing center. Further instructions will be given to you at the testing center, if you choose to take the pesticide exams at a testing center. The testing center and their employees do not know which exams you need to take. You should know which exams you need to take, because you've been studying for the exams. Your account should be created, and you should be prepared for the exams before you arrive at the testing center.

**STEP #6:**

Upon the successful completion of your pesticide category exam, you may choose your next pesticide category exam by first clicking on the "Courses" icon, and then selecting your next pesticide category exam course. Follow Steps #3, #4, and #5 for your newly selected pesticide category exam course. Continue to follow Steps #3 through #5 for any additional pesticide category exam courses you have chosen.

**STEP #7:**

**ATTENTION!** When you have successfully completed all of your pesticide exams, be sure to notify UDAF so we may process your pesticide applicator license. Failure to notify UDAF of your successful pesticide exam completion will result in you not obtaining your pesticide applicator license, and any pesticide applications made without a valid license is a violation, and may result in fines and penalties. Once you have notified UDAF of the successful completion of all of your pesticide category exam courses, you should receive your license within 30 days. To notify the Pesticide Program you have successfully completed all of your pesticide exam courses, simply click on the "Courses Completed" button located on the Dashboard of your Student Portal and verify you have successfully completed all of your pesticide exam courses. No further notification is necessary or required.

If you have any further questions, please contact one of our Pesticide Program team members at 801-982-2300 (option #2) or [udaf-pesticide@utah.gov](mailto:udaf-pesticide@utah.gov).



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